

RECORDS MANAGEMENT OVERVIEW - RECORDS HOLDING AREA

TURN-IN OF RECORDS/FILES

If you have questions, please call 718-630-4802 or 2-4802 local for assistance.

As per AR 25-400-2, Chapter 7, Section 7-1 (Dispositions Standards), K (Keep) records will be maintained at the Office level that owns those records for a maximum of 6 years once the records are inactive and no longer needed for business. If you do not have room in your office then you can bring them to the RHA. T (Transfer) records will be brought to the RHA at 3 year intervals.

- Procedures for turning in your records (**short version**).
 - Determine what files to turn-in. Go to the Army Recordkeeping Information Management Systems (ARIMS) website to look up the dispositions instructions:
<https://www.arims.army.mil/rrsanew/rrsanew/rrsrch.asp?1=2>
 - Get proper box as listed in AR 25-400-2, paragraph 9-13b. (If you do not have this box, you may use the boxes paper comes in). (Xerox Double box)
 - Place the files for shipment in the boxes in numerical order starting with box one and continue through the shipment.
 - Prepare Standard Form 135. This form is available electronically.
 - Turn-in SF 135 to USAG Fort Hamilton Records Manager Building 114, White Avenue, Room 112. **Do not bring boxes at this time.**
 - Bring boxes of files to Records Manager upon notification and to finalize before shipment.
- Procedures for turning in your records/files (**long version**).
 - ***Determine what files to turn-in.*** These are files with a retention period of 6 years or more. Normal procedures are to hold these files in the current files area until no longer needed for business and then turn them into the RHA. Please follow the disposition instructions for the file according to the ARIMS website. Ensure the file folders are properly labeled. Records Manager can/will assist in this process.

USAG Fort Hamilton Records Manager

- **Boxes.** See short version.

- **Packing boxes.** After you have gathered all the files you need to transfer to the RHA, begin the process of packing them. Pack them in numerical order by file numbers. Military Awards are filed alphabetically by name and last 4 of the SSN if last name are identical. This procedure is for peacetime awards with 25 year retention, wartime awards are permanent. Permanent orders are filed by numerically by order number. Do not seal the boxes, just inter-flap the top. Place your box numbers in the upper right corner of the end of the box (i.e. 1/1, 1/10, 4/10, etc.) The first number is the box number and the second number is the total number of boxes in your shipment.

- **Preparing the SF 135.**
 - **Block 1** – Type address: Records Holding Area, Fort Drum, NY 13602-5045
 - **Block 2** – The Records Coordinator or Adjutant/S1.
 - **Block 3** – USAG Fort Hamilton Records Manager – Point of Contact.
Note: If Fort Hamilton Records Manager is unavailable contact the Records Holding Area at Fort Drum, New York at 315-772-1500 for assistance.
 - **Block 4** – RHA staff will sign upon receipt of boxes into the RHA.
 - **Block 5** – Your organization name.
 - **Block 6(a)** – Leave blank.
 - **Block 6(b)** – Leave blank.
 - **Block 6 (c)** – Leave blank. This is where the RHA staff will place the shelf number location of your box(s) in the RHA.
 - **Block 6 (d)** – Place the total number of boxes you are transferring (i.e., 1, 3, 10 etc).
 - **Block 6 (e)** – Place your box number to include the total number of boxes (i.e., 1/1, 1/5, 5/10 etc.)

USAG Fort Hamilton Records Manager

- **Block 6 (f)** – List your organization (i.e, 1179th Transportation Battalion, USAG Fort Hamilton). Insert file title, year of the file, and how they are files. (Alphabetically, numerically, or chronologically). Continue until all files you have packed are listed on the SF 135. Place the appropriate box number to the left in the (e) block as you move from one box to another.
- **Block 6 (g)** – Leave blank.
- **Block 6 (h)** – Insert “AR 25-400-2” at the top of the block. Place the appropriate file number to the right of each place you include the file title in this block.
- **Block 6 (i)** - Insert the month and year the file is to be destroyed. This is determined by counting the next year after the year of the file. (i.e., a peacetime award for CY2009 would be destroyed in Jan 2034 a six year file for 2010 would be destroyed in Jan 2017). If the file disposition is permanent, place the word “PERM” in this block.
- **Blocks 6 (j), (k), (l), and (m)** – Leave blank.
- Turn-in SF 135 to the USAG Fort Hamilton Records’ manager for review and to finalize the SF 135 and files before shipment. Files containing Personally Identifiable Information (PII) will be shipped Certified and Return Receipt. RHA will send the USAG Fort Hamilton a signed copy of the SF 135 which ensures they have the files.
- **Retrieval of Files** – Should for any reason files are needed after turn-in, contact USAG Records Manager and instructions will be given to fill out DA Form 543 (Request for Records). Retrieval time is usually 48 to 72 hours.

USAG Fort Hamilton Records Manager

Example of what is written on each box. Write it on the short side normally where the lines are printed. Items in Blue are always required.

1 of 15

This depends on how many boxes are in this lot

For example:

1500

This is the location number given by the Records Manager



2 of 15
3 of 15 etc.

If the records are a “T” Records the barcode from The ARIMS website must be put on the box. You will only see the barcode when you go print your file labels from ARIMS.

600-8-22b3
Personnel Files
A – D

Destroy Jan 09

You will find the destruction date in the disposition instruction on the ARIMS website

<https://www.arims.army.mil/rrsanew/rrssrch.asp?1=2>

USAG Fort Hamilton Records Manager

USAGFtHamiltonMOIRHA.pdf - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Collaborate Secure Sign Forms Multimedia Comment

5 / 6 50% Find

RECORDS TRANSMITTAL AND RECEIPT Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse. PAGE 1 OF 1 PAGES

1. TO (Complete the address for the records center serving your area as shown in 38 CFR 1228.160)

Federal Records Center
Records Holding Area, Fort Drum, NY 13802-5045

2. AGENCY TRANSFER AUTHORIZATION TRANSFERRING AGENCY OFFICIAL (Signature and Title) DATE
Do Not Forget To Sign and Title

3. AGENCY CONTACT TRANSFERRING AGENCY LIAISON OFFICIAL (Name, office and telephone No.)
Not same person as above

4. RECORDS CENTER RECEIPT RECORDS RECEIVED BY (Signature and Title) DATE
RHA MANAGER WILL SIGN HERE

5. FROM (Enter the name and complete mailing address of the office retaining the records. The signed receipt of this form will be sent to this address)

PERSONNEL OPERATIONS BRANCH
G1/AG (AWARDS)
BLDG P-1000 10TH MTN DIV DR
FORT DRUM, NY 13802-5009

THIS IS JUST AN EXAMPLE OF HOW TO FILL OUT THE FORM. IF YOU HAVE ANY QUESTIONS PLEASE CALL 772-1500

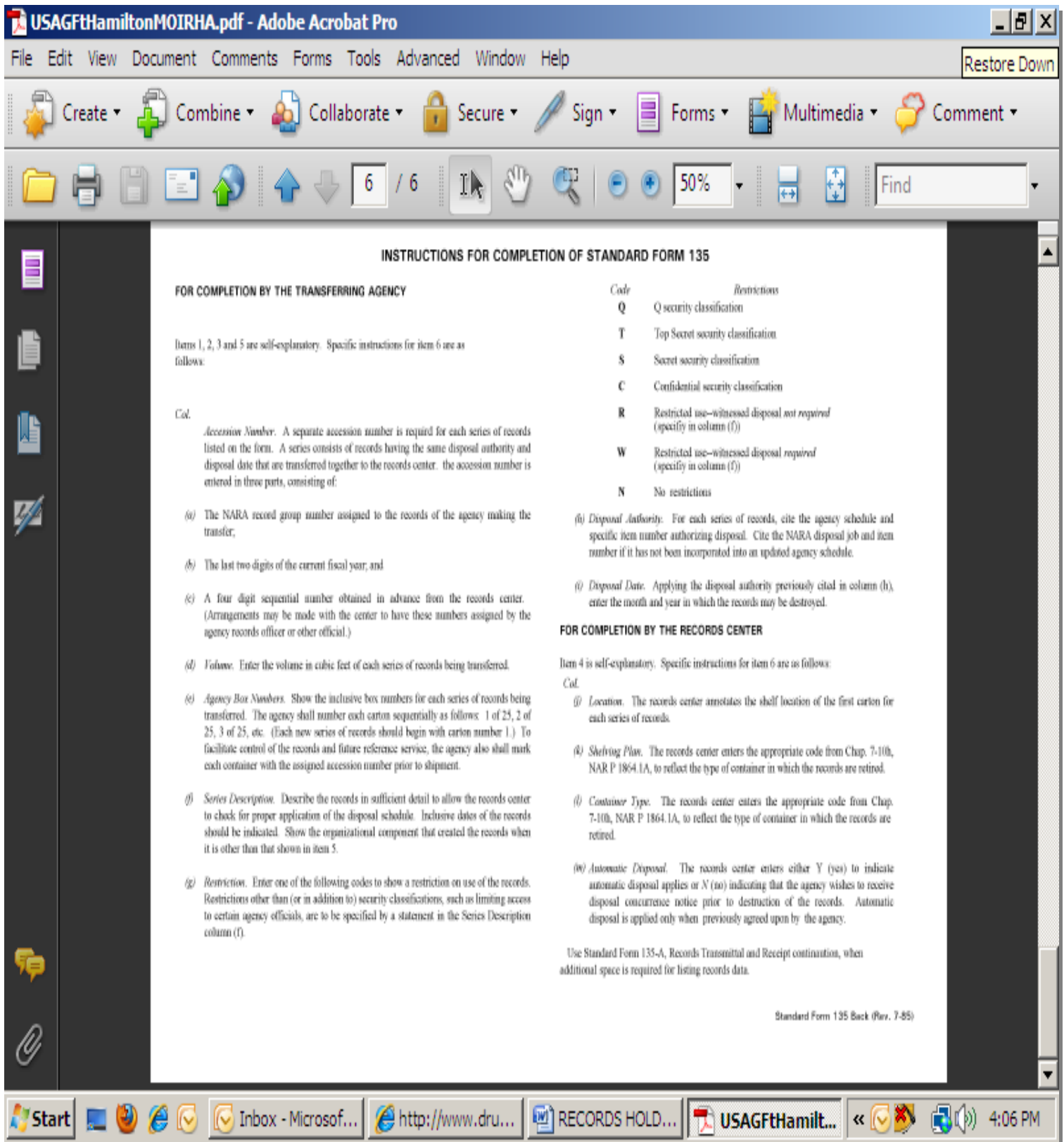
6. RECORDS DATA

ACCESSION NUMBER		VOLUME (vol. #)	AGENCY BOX NUMBERS	SERIES DESCRIPTION (With inclusive dates of records)	RESTRICTION	DISPOSAL AUTHORITY (Schedule and item number)	DISPOSAL DATE	COMPLETED BY RECORDS CENTER			
NO	FF	NUMBER						LOCATION	BUILD PLAN	CONT TYPE	AUTO. DISP.
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)
4		1 cu per box	Total number of boxes as seen below	State the Privacy Act # if these files require it. As seen below. THESE RECORDS ARE COVERED BY: PA A0800-8-22AHRC Type in your section such as: G1 Awards 1/1 Assault Landing Credit Wartime Awards. Filed Alphabetically IF YOU HAVE ANY QUESTIONS ABOUT FILLING THIS FORM OUT CALL 772-1500	R	NC1-AU-81-2 RN: 600-8-22b1	If file has a destruction date please enter in this box	THIS IS GIVEN BY THE RHA MANAGER ONCE SF135 HAS BEEN APPROVED			

NSN 7540-00-834-4093 135-107 Standard Form 135 (Rev. 7-85) Prescribed by NARA 38 CFR 1228.152

Start Inbox - Microsof... http://www.dru... RECORDS HOLD... USAGFtHamil... 3:54 PM

USAG Fort Hamilton Records Manager



USAG Fort Hamilton Records Manager